

# EXPENSE REPORT FORM

Revised 1-1-14

**See detailed instructions on the back of this form before completing this side.** Enter all expense information on this sheet. Please submit one claim form for each meeting attended. **Note: All receipts must be ORIGINALS.** If this form is not filled out properly or completely, we cannot process your expense voucher.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_

Departure from home/business: Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Returned to home/business: Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

**Are you a State Employee?** \_\_\_\_\_ **If yes, what State Agency do you work for?** \_\_\_\_\_

**TRAVEL:** If reimbursement request is for a government vehicle, a written request on official letterhead listing the auto license number must accompany this form.

Auto License # \_\_\_\_\_

Meeting /Conference Attended \_\_\_\_\_ Location \_\_\_\_\_ Auto Owner \_\_\_\_\_

Mileage claimed for \_\_\_\_\_ miles at .56 cents per map mile. \$ \_\_\_\_\_ Air

travel: **Prior approval** of agency director is required for reimbursement \$ \_\_\_\_\_

**Travel Subtotal** \_\_\_\_\_

**LODGING:** May be reimbursed when absence must be of such duration that you cannot reasonably leave and return to your home. \$83.00 Maximum plus tax (\$100.00 Maximum plus tax allowed for Lincoln and Omaha).

[Date(s)] \_\_\_\_\_ at [Name of Hotel/Motel] \_\_\_\_\_ in

[Location] \_\_\_\_\_ (Original receipt required).

**Lodging Subtotal** \_\_\_\_\_

**MEALS:** **All meal receipts are required and must be itemized** if you wish to be reimbursed for meals. The conditions under which reimbursement can be made are listed below.

**Breakfast:** You must have left your home/business before 6:30 a.m.

**Noon Meal:** You must be on an **overnight trip** **AND** must leave before 11:00 a.m. or return after 2:00 p.m.

**Supper:** You must return to home/business after 7:00 p.m.

<u>DATE</u>	<u>BREAKFAST</u>	<u>NOON MEAL</u>	<u>SUPPER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Meal Subtotal** \_\_\_\_\_

**MISCELLANEOUS EXPENSES:** Receipts are required for reimbursement of auto rental.

\_\_\_\_\_

**Miscellaneous Subtotal** \_\_\_\_\_

**TOTAL CLAIM** \_\_\_\_\_

I claim reimbursement from the STATE OF NEBRASKA for the above expenses incurred by me in the line of duty and declare that the above statement of them is a true account of such expenses for which payment has not been made heretofore by the STATE OF NEBRASKA.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## The Commission=s Expense Reimbursement Rules are Per Federal Government and DAS Rules

**Please note: All expense reimbursement forms must be submitted to the Crime Commission within 30 DAYS from the date expenses were incurred.**

### **TRAVEL:**

- T Mileage - If you drive miles over and above the normal city-to-city mileage, please explain. DAS uses map miles to determine allowable miles and will reject mileage above the accepted amount unless there is an explanation.
  
- T The state will reimburse travel expenses at the most economical means of transportation. You should check with Mary Thomason (402-471-4496) to determine this amount prior to travel to avoid disappointment.
  
- T Lodging - The limit is set by DAS based upon Federal guidelines. Always ask for the government/state rate. The current in-state limit is \$100.00+ tax for Lincoln and Omaha and \$83.00+ tax for the rest of the state. If you spent the night but are **NOT** charging the Crime Commission, please indicate this by putting **N/A** in the Lodging column. If you spent the night and **DO charge** via Direct Billing from the lodging vendor directly to the Crime Commission, please put **DB** (Direct Bill) in the Lodging column.

### **MEALS:**

- T The in-state guidelines are \$7.00 for breakfast, \$11.00 for lunch and \$23.00 for dinner. These guidelines are not per diem and are not aggregated. **ALL MEAL RECEIPTS ARE REQUIRED FOR REIMBURSEMENT AND MUST BE ITEMIZED.**

**Please remember more information on the expense report is better. It helps staff process your expense vouchers, and it helps us get them through DAS=s review. Generally, expense vouchers are processed the 10<sup>th</sup> of the month with distribution by the end of the month. We urge you to fill these out the first week you return from your travel.**

Please return form to:  
NE Commission on Law Enforcement and Criminal Justice  
P.O. Box 94946  
Lincoln, NE 68509-4946